THE BASIC PROCEDURE ON A Windows COMPUTER IS:

1. Insert CD, and then open the CD. (Open is double click, or right click and select Open.)
If the What do you want Windows to do window shows, select Open the Folder.

You should now be looking at two folders, one called 'Read Me First', containing 4 pdf* files and one called 'Pictures' containing fifty category folders which hold the 1130 pictures. For an overall description of the Millennium CD project open the pdf* file A.1.1

2. If you have not got the User Guide from the CD caddy then open A.1.4 User Guide pdf*. Print the page if possible. Otherwise you may need to refer back to this file for every stage of the viewing.

3. Open A.1.2 Category List. Choose a Category and make a note of the key (e.g. C or ZW).
Minimise the window (minus sign top right).

4. Open the folder containing the Category you have chosen. Open the first 000 file (with a red pdf*sign) to see the captions for each picture in that folder. If the vertical scroll bar is towards the top of its slot, then click below the bar to see more captions. Minimise the window (minus sign). Double click the 001 file - you should now see the pictures in full screen using 'Windows picture and Fax Viewer' for Windows XP or 'Windows Photo Gallery' for Windows Vista. (If you have Photo editing software installed on your computer e.g. Adobe Photoshop or Corel Photo Paint it may by default open an individual picture using this software. If this happens, quit the photo editing program and right click on the first picture file in the folder you have open, then from the menu that appears choose 'open with' and select 'Windows picture and Fax Viewer' for Windows XP or 'Windows Photo Gallery' for Windows Vista

To see succeeding pictures select the right arrow below the picture. (Going back through the pictures may lose the identifying unique number of that picture). At any time you can see the picture list by maximising the picture list title on the bottom line. Return to the picture in the same way.

When finished looking at all pictures close the window (X top right), and the 000 file in the same way.

5. To view more Categories click on the Categories Title on the bottom of the screen.
Choose a category and return to Step 4.

6. Close all open files and folders and eject the CD.

To browse all pictures or search for a particular word in all the captions use A.1.3 Picture Index
To read the background story of the Millennium CD open A.1.1

These instructions have been tested using Microsoft Windows XP (SP2) and Vista. Earlier versions may work differently

In addition, current model DVD players in TV systems should be capable of converting the .jpg images to such a format that they can be viewed. It will be necessary to follow the instructions given with each system, as they will vary in the method of operation.

HOW THE CD WAS CREATED

With the prospect of digitising some 1500 photographs, it was necessary to set parameters to enable this to be carried out in a practicable manner.

A compact disc holds a theoretical 700 Megabytes (700MB) of data, but some space has to be left for practical reasons. Therefore a maximum image size of 500 Kilobytes (500KB) was allocated to each

image, allowing for a maximum of 1400 images. In practice 1130 photos were selected, which could easily be accommodated on the disc.

The quality of the image needs to be of a standard to allow for reproduction and this standard is 300 dots per inch (300dpi). Trial scans on two different systems showed that the resulting images were somewhat less than 500 KB in size and therefore settings on the scanners used to provide an image quality of 300dpi. In practice the resulting images generally occupied less than 300KB of space.

The images were saved in the .jpg format, a well recognised standard. These images are capable of being viewed on practically all computers irrespective of the platform used. Similarly the text files are in .pdf* format.

*Requires 'Adobe Acrobat Reader®' available at no cost from the Adobe® website: www.adobe.com